



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** 25696 - Attorney - GS-15

**Vacancy Open Period:** 05/25/2017-06/15/2017

**Position Type:** Detailee

**Who May Apply:** Detailees

**Duty Location:** Reston, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information:

This is an opportunity for:

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a detailee assignment:
  - Current Federal Government employees.

## Salary Determination

- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.



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## Major Duties and Responsibilities: (MDRs)

- Provide expert oral and written legal advice and guidance on the most complex areas of law, with appropriate input from supervisors and colleagues; expertly interpret and explain laws, regulations, policies, and other legal authorities, related to Office of the Director of National Intelligence (ODNI), Intelligence Community (IC) mission, and IG authorities..
- Counsel clients, including executive-level government officials, on the most complex legal issues and provide innovative and highly effective guidance on possible courses of action; expertly prepare complex, high profile, and persuasive legal documents on the most complex legal issues for a variety of internal and external recipients.
- Expertly mediate, negotiate, and resolve inter-agency and intra-agency disputes covering a wide range of topics across multiple legal practice areas; consistently demonstrate “strategic lawyering” practices that anticipate or prevent legal problems.
- Expertly conduct, or direct the conduct of, legal research and analysis on extremely complex or sensitive legal issues that have a significant impact on IG, ODNI or IC interests, to include conducting interviews and investigations and briefing IG and ODNI leadership on issues and findings.
- Provide timely reviews of planned IG activities for compliance with the law and brief IG leaders on potential legal and policy issues, and develop solutions to address the most difficult legal problems having potential high-level or large-scale impact on the IG’s mission or activities.
- Expertly analyze laws, bills, reports and Congressional records, as well as proposed Executive Branch orders, directives, regulations and policy statements, to determine their effect on the IG; provide authoritative advice and counsel to senior IG management official’s legislative proposals, including Congressional testimony.
- Provide expert briefings and advocate for IG views on particular matters to judges, administrative bodies, Executive Branch entities, Congress, and private sector entities; cogently brief senior IG, ODNI and IC management on legal issues that relate to IG activities.
- Assist the Department of Justice in the most complex civil and criminal litigation by supporting the Department’s position, providing access to IG materials, and protecting classified information from unauthorized disclosure.
- Expertly negotiate complex contracts and other agreements with other agencies, private sector entities, and foreign liaison on behalf of the IG.

## Mandatory and Educational Requirements:

- Expert ability to interpret laws, regulations, judicial decisions, Executive orders, and statutes involving complex concepts and issues, as well as expert-level research, analytical, and organizational skills.



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- Expert-level knowledge of one or more of the general or specialized areas of law: the Inspector General Act of 1978, as amended, the National Security Act of 1948, as amended; Freedom of Information Act; Privacy Act; Whistleblower protections; workplace investigations; intelligence oversight; privacy and civil liberties; federal employee standards of conduct; Equal Employment Opportunity law; acquisition and appropriations, administrative law, and litigation.
- Expert interviewing skills and techniques to skillfully collect relevant information; superior ability to balance client needs with professional objectivity and integrity.
- Expert ability to prepare and edit logical, concise, and accurate written materials on the most complex topics that are easy to understand, persuasive, grammatically correct, and conform to IG standards as well as and other applicable legal standards for form and content.
- Superior ability to quickly integrate and synthesize the facts and law to make legally sound decisions pertaining to the most complex situations, or in the context of ambiguous or ill-defined situations.
- Superior ability to routinely communicate the most complex concepts and issues in a manner well matched to the audience being addressed, and to consistently make sound, timely decisions in complex, ambiguous or ill-defined situations.
- Superior interpersonal, organizational and problem solving skills, including ability to work effectively both independently and in a collaborative environment and superior creative problem solving skills.

Key Requirements and How to Apply:

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

## **What to Expect Next:**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Other Information:**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION**



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**REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**